

OCT 16 2013

**HALL MEMORIAL LIBRARY
BOARD OF TRUSTEES' MEETING
October 8, 2013**

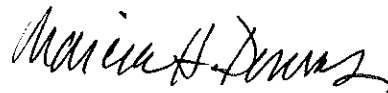
TOWN OF CHILMARK
TOWN CLERK'S OFFICE

- I. Chair John Halloran called the regular meeting of the Hall Memorial Library Board to order at 7:38 PM. Members present were Mary Blanchette, Mary Clements, Janet Wieliczka, Peter Nickerson, Patricia Grundman, Children's Librarian and Assistant Library Director, and Susan Phillips, Library Director. Jeanne Zulick was excused as absent. Marcia Downs was present as recording secretary.
- II. Citizen's Forum – There were two citizens present at this meeting, Debra Cormier and Francie Berger, both staff members of the library.
- III. Approval of Minutes of the September 10th, 2013 Meeting (Blanchette/Wieliczka) - The minutes were reviewed by members present and were unanimously approved as written.
- IV. Treasurer's Report – Marcia Downs reviewed the balances in the checking and savings accounts for the month of September 2013.
- V. Current Year Budget – A copy of the Year-to-Date budget was reviewed.
- VI. Library Director's Report – The report dated October 8, 2013 was reviewed and discussed. Repairs to the new building roof have been completed by Dzen Roofing and Sheet Metal. The generator will be installed in the next few weeks.
- ✓II. Friends of the Library Report – Peter Nickerson reported that the annual fall book sale earned approximately \$1300.00 for the Friends, which was less than the previous sale. He mentioned that there were fewer book donations in this sale. Janet Wieliczka asked if there is a form on the Library webpage to sign up for the Friends. Sue Phillips explained that the website will include the form with its next revision.
- VIII. Old Business – Long Range Planning – The primary focus of our plan for the next five year period will be on repairs and maintenance of the building. A variety of building needs were discussed, including the repair of the roof of the old building; updating the public bathrooms to include floor drains, new finishes on the walls, and a baby changing station; reorganization of the staff workroom; evaluating and updating of the interior and exterior lighting; painting of the interior walls; evaluation of public spaces and furniture; and replacement of the carpet throughout. Other suggestions heard through the community survey, such as additions to hours and programming will also be considered.
- IX. New Business – 2014/2015 Meeting Schedule – The board will keep the meeting schedule the same on the second Tuesday of the month for the year 2014/ 2015, and it will be published by the next regular meeting. Capital Improvements 2014/2015 – After the discussion of the building items for repair, it was decided to include three things in the Capital Improvement Budget request for FY 2014-15, in the order of need – 1. – Roof repairs of the old building by Dzen Sheet Metal Contractors, who have submitted a bid. – 2 – Update of the public bathrooms. – 3 – Replacement of some or all of the building's carpet. A motion was made and unanimously passed to submit these items to Capital Improvement budget request. (Blanchette/Nickerson). Sue will get estimates for bathrooms and carpet.

Another item was brought up for inclusion under the New Business category, and that was the acceptance of a new Petty Cash and Reimbursement Policy and Procedure for the library. A copy of the proposed policy was given to the Board for review, and a motion was made and unanimously passed to add the Petty Cash and Reimbursement Policy and Procedure to the agenda (Clements/Wieliczka). Next, a motion was made and unanimously passed to approve the Petty Cash and Reimbursement Policy and Procedure as written (Blanchette/Clements).

- X. Trustees' Concerns – Mary Blanchette inquired about the recent staffing changes. Sue reported that things are going smoothly. Mary also has concerns about staffing and procedures for emergencies/disasters in light of the new generator. Board members will attend a session about emergency planning at the ACLB conference at the end of the month. Sue has registered for a more in-depth workshop in November.
- XI. Correspondence – None.
- XII. Adjournment – A motion was made and unanimously passed to adjourn the meeting at 9:07 PM (Clements/Wieliczka).

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Maria H. Jones".